

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE SUBJECT COMMUNITY RESOURCE PROGRAMS	EFFECTIVE DATE 07/22/1991	NUMBER 06.05.130
	SUPERSEDES PD-BFS-76.02	
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	ACA STANDARDS 2-3105; 2-3127; 2-3129; 2-3130; 2-3131; 2-3133; 2-3135	
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POLICY STATEMENT:

To provide Bureau of Field Services (BFS) staff with guidance on using and documenting community resource programs in supervision of probationers, parolees and prisoners in the community residential programs.

POLICY:

- A. Critical to sound supervision of offenders is provision of program resources to meet offender needs. Agents are expected to refer offenders to available community resource programs such as substance abuse to treatment agencies, mental health clinics and employment placement agencies as appropriate to meet individual offender needs. Field supervisors shall ensure agents routinely and appropriately use community resource programs in supervision of offenders.
- B. To ensure proper referrals are made according to individual offender needs, agents shall have working knowledge of community resource programs in their area. It is the responsibility of field agents, field supervisors and the Community Resources Coordinator in Central Office, to identify, document, develop and evaluate community resource programs.
- C. Field staff shall document and maintain current information on community resource programs in their area. This information shall be provided to the Community Resources Coordinator in Central Office who shall annually publish regional community resource program directories. All field offices shall be provided a copy of the regional directory for their locale. Supervisors are responsible to ensure all field offices have directories and that agents are trained in their use.
- D. Regional directories are to be comprehensive listings of state, federal, local and private community resource program providers, including those having a contractual relationship with the BFS, Office of Community Corrections (OCC) or the local Community Corrections Advisory Board (CCAB), in the following areas:
- E. Vocational, including job placement, job training, and employability skills development;
- F. Substance Abuse, including evaluation, inpatient, residential, intensive outpatient, and outpatient services;
- G. Academic, inclusive of community colleges, adult education, GED, ABE and continuing education programs;
- H. Mental Health, including evaluation and testing, individual and group therapy, sex offender therapy, and family counseling services;
- I. Emergency Services, listing programs that provide food, shelter, clothing and medical services on a temporary basis;
- J. Community Service Work, agencies that provide referral services or are direct providers;
- K. Residential Programs, including probation halfway houses, and adult foster care;

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- L. Socialization Services, including financial management, daily living skills, and purchase of service agencies (e.g. funds for haircuts, transportation, and the like).
- M. In referring offenders to community resource programs, agents shall give priority to programs contracted by the Department, the OCC or the local CCAB.
- N. To ensure field agents are immediately aware of programs funded by the OCC and CCABs, BFS' representative to the local CCAB is responsible to promptly communicate, in writing, program funding decisions to staff. Conversely, the local representative is charged with informing the CCAB of the effectiveness of funded programs and advise the CCAB of the Bureau's future program needs. If BFS is not represented on the local CCAB, supervisors or designated agents are to attend meetings and communicate program funding decisions to staff.
- O. BFS representatives to the CCAB shall also inform staff of the offender target population for OCC/CCAB funded programs. Agents shall give targeted offenders prompt consideration for appropriate participation in prison and jail diversion alternative programs when making sentencing and probation/parole violation recommendations.
- P. Since use of community resource programs is essential in supervision, BFS is committed to assessing the program needs of the offender population. The BFS Deputy Director will ensure that an offender needs analysis is regularly conducted to evaluate whether sufficient, effective services are available in the community. Where service is found to be lacking, every effort shall be made to develop the needed service program.

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